

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/8/09	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Executive Office for Immigration Review (EOIR)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Gustavo Villageliu	5 TELEPHONE NUMBER 703 305-0470	DATE 10-30-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE April 29, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Amelia M. [Signature]</i>		TITLE Senior Associate General Counsel, and Record Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Department of Justice: Executive Office for Immigration Review (EOIR): **Case Access System for EOIR (CASE)**

The Case Access System for EOIR (CASE) tracks and manages caseload information, testimony, and documents for cases before the Immigration Courts and the Board of Immigration Appeals (BIA). This system combines the functions of legacy systems ANSIR (for the Immigration Courts) and BIAP System (for the BIA) into a consolidated system, with added functionality. Data from the legacy systems has been migrated to CASE. This system is the first step toward having an electronic case filing system.

1. ~~Inputs~~

~~Case information is entered from documents, proceedings and decisions constituting part of the case. These may include the initial charging documents from DHS or application for appeal or motion with the Board of Immigration Appeals as well as information from other relevant case documents and recordings created throughout the life of the case. All documents and recordings filed with the case become part of the applicable case files. Audio Recordings are input through a four channel input, with a separate input for each of up to four microphones. Finished recordings are loaded to middle tier servers and at least daily transferred to the central server for storing.~~

~~Disposition: TEMPORARY. Destroy/Delete when entered and verified in Master File. (GRS 20)~~

2. Master file

A) **Database** - Information about each case and appeal includes identification and biographic data about the alien as well as any testimony, decisions rendered, and important dates/actions in the case. The CASE system performs tracking and management functions initiated as part of the legacy systems, but also includes information about representing attorneys and a docket listing of all documents filed in case files to reduce redundancy in data entry. The attorney information maintained in CASE allows for coordination of attorney schedules by DHS as well as hearing and judge scheduling through interactive scheduling.

Disposition: PERMANENT, cut off closed cases annually. Transfer to National Archives and Records Administration (NARA) 25 years after cut off, in accordance with 36 CFR 1228.270 or applicable regulations at time of transfer.

B) **Digital Audio Recordings** - DAR records hearings scheduled through the interactive scheduling functions of CASE. Immigration officials initiate the recording process through the DAR system and may stop and start recording throughout the proceeding or annotate/time stamp key points in the proceedings for future accessibility. Recordings of hearings include audio files for each channel recorded with xml annotations and are linked to the case data to which they relate. Recordings were previously captured on analog tapes and filed with paper case files.

Disposition: TEMPORARY. Cutoff annually all recordings related to closed cases.
Destroy/Delete 25 years after cutoff.

3. ~~Outputs~~

~~a. Additional copies of record documents and audio recordings can be created for distribution to the alien involved or for use by immigration officials. Recordings created in DAR for distribution can either be a simple audio file playable on any media appropriate playback device or may be an advanced copy with the player and annotations. Recordings can also be accessed and played through the CASE system.~~

~~b. Additional reports may also be generated for management, statistical, and verification purposes. These may include, but are not limited to, weekly call up reports for verification or statistical reports of court caseload.~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed. (GRS 20)~~

4. ~~System Documentation~~

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the database master file.~~

~~Disposition: PERMANENT, transfer copy to National Archives with initial transfer of relevant master data file. Transfer any revisions to documentation with corresponding data transfers. (GRS 20)~~